



# City of La Crosse, Wisconsin

La Crosse Public Library  
800 Main Street  
La Crosse WI 54601

## Meeting Agenda - Final

### Library Board

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Tuesday, February 10, 2026

5:00 PM

La Crosse Public Library  
Auditorium (Lower Level)

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*The Library Board meeting is open for in-person attendance and will also be conducted through video conferencing. The meeting can be viewed by following the below link:*

*Join Zoom Meeting:*

<https://us02web.zoom.us/j/81210597336?pwd=VnNwWjYvMnB0MjhWSGp2TjRRTnVsQT09>

+1 312 626 6799

Meeting ID: 812 1059 7336

Passcode: 908694

*An opportunity for public comment is provided at each regular meeting. Residents of La Crosse may register to speak at the next regular meeting of the Library Board by adding their name and address to the signup sheet located at the Welcome Desk of the Main Library during hours the library is open for service, or by phone at 608-789-7167. Members of the public who would like to provide written comments on any agenda item may do so by emailing [dwacek@lacrosselibrary.org](mailto:dwacek@lacrosselibrary.org), or by mail to Library Director, 800 Main Street, La Crosse, WI 54601.*

*Agenda Packet:*

<https://www.lacrosselibrary.org/sites/default/files/content/minutes/LBAgendaPacketFeb2026.pdf>

### Call to Order

### Agenda Items:

- 1 Approval of Minutes from Regular Board Meeting – January 13, 2026
- 2 Approval of Minutes from Committee of the Whole – February 3, 2026
- 3 Approval of Bills & Financial Reports – January 2026 & 13th Month
- 4 Reports
  - 4.1 Director's Report
    - 4.11 Vacancy Report
    - 4.12 Operations and Services Updates
    - 4.13 Construction Update
- 5 Old Business
  - 5.1 Vacation Schedule

- 6 New Business**
  - 6.1 WRLS Contract**
  - 6.2 Feasibility Study Contract Approval**
  - 6.3 Fund Balance Expenditures Approval**
    - 6.31 Electrical Panel: Up to \$60,000**
    - 6.32 Feasibility Study: Up to \$15,000**
- 7 Topics for Future Meetings**
  - 7.1 2025 Annual Report**
  - 7.2 Policy Review: Volunteer and Film / Photo**
  - 7.3 Fund Balance Update**
  - 7.4 By-laws Review**
- 8 Public Comment / Other**
- 9 Board Tour of New Spaces**

## **Adjournment**

*Notice is further given that members of other governmental bodies may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.*

### **NOTICE TO PERSONS WITH A DISABILITY**

*Requests from persons with a disability who need assistance to participate in this meeting should contact the Library Business Services office at (608) 789-7103 or send an email to [mgreeno@lacrosselibrary.org](mailto:mgreeno@lacrosselibrary.org) with as much advance notice as possible.*

*La Crosse Public Library Board of Trustees Members:*

*Sue Anglehart, Kathy Ivey, Aaron Engel, Mac Kiel, Erin Raymus, Araysa Simpson, Jess Thill, Rosanne Northwood*



## Meeting Minutes

### Library Board

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Tuesday, January 13, 2026

5:00 PM

La Crosse Public Library  
Auditorium (Lower Level)

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#### Call to Order

*The Chair, Sue Anglehart, called the meeting to order at 5:00 p.m.*

*PRESENT: Kathy Ivey, Erin Raymus, Sue Anglehart, Aaron Engel, Jess Thill, Araysa Simpson, Mac Kiel, Rosanne Northwood*

*ABSENT:*

*STAFF: Dawn Wacek, Daniel Whitmore, Cynthia Arauz, Brooke Newberry, Amber Leibundgut-Peterson, Miranda Greeno*

#### Agenda Items:

#### 1 Approval of Minutes from Regular Board Meeting – December 9, 2025

Motion to approve the minutes from the regular Board meeting of December 9, 2025.

(Aaron Engel/Kathy Ivey) Carried

#### 2 Approval of Minutes from Committee of the Whole – No January Meeting

#### 3 Approval of Minutes from Committee of the Whole with Amendment – December 2, 2025

Motion to approve the minutes from the Committee of the Whole meeting of December 2, 2025 with amendment.

(Kathy Ivey/Aaron Engel) Carried

#### 4 Approval of Bills & Financial Reports – December 2025

Motion to approve the bills and financial reports from December 2025.

(Aaron Engel/Erin Raymus) Carried

#### 5 Annual Code of Ethics Review

*Board members gave verbal confirmation of review and the Chair signed on their behalf.*

## 6 Reports

### 6.1 Director's Report

#### 6.11 Staffing Updates

*Current open positions include one full-time Associate, one full-time Assistant 2, and one part-time Assistant. Public Services Manager Brooke Newberry was appointed to the State Superintendent's Reading Advisory Council.*

#### 6.12 Operational Updates

*A shift within the Library's organizational chart will return the two Public Services teams to an adult and youth focus. As LPL is about one year post-reorganization, Leadership has been evaluating what is working well and what is not. Teams are transitioning from Public Experiences and Outreach and Marketing to Children and Families and Lifelong Learning. These changes do not affect job descriptions. Staff has been informed.*

#### 6.13 Construction Updates

*The project is nearing completion. Today, Supervisors and Managers took an informal tour of the new spaces. Movers are currently relocating existing shelving. Furniture delivery is scheduled for the last week of January. The grand reopening is targeted for March 11.*

*A full replacement of the electrical panel is estimated to cost approximately \$142,000. The contingency within the grant budget still contains close to \$100,000. The replacement may require a one-day shutdown. A recommendation regarding additional funding source will be brought to a vote at the next Board meeting.*

## 7 Old Business

## 8 New Business

### 8.1 2026 City Handbook Updates for Adoption

*Director Wacek reviewed the 2026 City handbook updates for adoption with the Board. Items 6 and 7 regarding non-exempt and exempt vacation schedules will be brought back for further consideration at the next Board meeting. A chart comparing the current Library vacation schedule with the current City vacation schedule will be provided.*

**Motion to approve the 2026 City handbook updates for adoption as a package, items 1-5.**

**(Kathy Ivey/Rosanne Northwood) Carried**

### 8.2 Position Changes – 1 Full-time Associate to 2 Part-time Assistants and 1 Full-time Assistant 2 to 2 Part-time Assistants

*The proposed changes affect one full-time Associate position previously assigned to the Public Experiences team and one full-time Assistant 2 position previously assigned to the Resource Management team. These changes would result in savings on health insurance costs and wages in anticipation of a potential 2027 budget reduction.*

*A Board member raised a question regarding potential impacts on current workflows*

*and service levels versus cost savings. The discussion acknowledged the need to weigh benefits and fiscal value against potential drawbacks.*

**Motion to approve the position change of one full-time Assistant 2 to two part-time Assistants.**

**(Aaron Engel/Kathy Ivey) Carried**

*8.3 Approval of End of Fiscal Year Special Trustees Reimbursements*

*The total reimbursement of \$1,100 includes Anita Doering's retirement gift (\$200) and celebration (\$100), Shanneon Grant's retirement gift (\$200) and celebration (\$100), and Dawn Wacek's open house (\$500).*

**Motion to approve the end of fiscal year Special Trustees reimbursement of \$1,100.**

**(Aaron Engel/Jess Thill) Carried**

*8.4 Approval of Vendor Selection – Feasibility Study*

*The four proposals received by the committee were reviewed. Crescendo Fundraising Professionals was identified as the strongest candidate. References provided excellent feedback, with strengths noted in regional experience, as well as a realistic and pragmatic approach.*

**Motion to approve the selection of Crescendo Fundraising Professionals for the feasibility study.**

**(Kathy Ivey/Aaron Engel) Carried**

## **9 Topics for Future Meetings**

*9.1 By-laws Review*

*9.2 Inclusive Holiday Closures Discussion*

*9.3 Board Education*

*9.4 Capital Improvement*

*9.5 Revisit Vacation Changes in City Handbook*

*9.6 Feasibility Study – Next Steps*

## **10 Public Comment / Other**

### **Adjournment**

*Adjournment at 5:46 p.m.*

**Motion to adjourn.**

**(Aaron Engel/Araysa Simpson) Carried**



## Meeting Minutes

### Library Board

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Tuesday, February 3, 2026

5:00 PM

La Crosse Public Library  
Auditorium (Lower Level)

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#### COMMITTEE OF THE WHOLE

#### Call to Order

*The Vice Chair, Kathy Ivey, called the meeting to order at 5:00 p.m.*

*PRESENT: Kathy Ivey, Sue Anglehart, Aaron Engel, Jess Thill, Araysa Simpson, Rosanne Northwood (joined at 5:13 p.m.)*

*ABSENT: Mac Kiel, Erin Raymus*

*STAFF: Dawn Wacek, Daniel Whitmore, Brooke Newberry, Cynthia Arauz, Amber Leibundgut-Peterson, Miranda Greeno*

#### Agenda Items:

#### 1 Staff Vacation Schedule Comparison

*When comparing the City and Library vacation schedules, the City surpasses the Library in vacation time once employees reach the 15-year mark. Director Wacek spoke with the City's Director of Human Resources Rebecca Franzen regarding what adoption of the City's vacation schedule would look like for the Library.*

*Adopting the City schedule, while grandfathering current Staff, would simplify understanding for LPL employees as well as for HR and Payroll and would provide equity among non-represented Staff at both the City and Library. New hires would fall under the new policy and vacation schedule. The recommendation is to adopt the City's vacation schedule.*

#### 2 Fund Balance Priorities

*The Library is significantly under budget for 2025. This is due to three unfilled full-time positions, the purchase of fewer materials because of construction and limited space, and utilities costs being much lower than anticipated. While a final number is not yet available, LPL currently expects a fund balance of several hundred thousand dollars.*

*The Board was presented with three priority lists:*

*Level 1: feasibility study, electrical panel, catalog furniture stations, drop box and lockers, staff office spaces to align with the new second-floor staff area, and updates to all-ages play activities*

*Level 2: atrium repair*

*Level 3: generator, lower-level Auditorium carpet, stairwell carpets, and a new foldable wall in the teen space*

### **3 Feasibility Study – Next Steps**

*Ms. Wacek met with Crescendo Fundraising Professionals last week. The discussion included reviewing a feasibility study timeline draft. This timeline would extend the process from four months to five months due to the upcoming closure of North Community Library, the completion of the Flexible Facilities Program (FFP) grant and construction, and the absence of a full-time employee dedicated solely to this project. The final feasibility study report is scheduled to be presented to the Board on September 8.*

### **Adjournment**

*Ms. Ivey adjourned the Committee of the Whole at 5:24 p.m.*

## LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

January 2026

	Current Period	Year-to- Date	Percent of Budgeted Amount
<b><u>DISBURSEMENTS</u></b>			
City Operating Budget	\$282,157	\$282,157	5.84%
In-House Checking	\$20,390	\$20,390	
<b>Total Disbursements:</b>	\$302,547	\$302,547	
<b><u>RECEIPTS</u></b>			
Misc. Income	\$20,392	\$20,392	11.99%
WRLS Contract	\$0	\$0	0.00%
In-House Checking	\$14,971	\$14,971	
<b>Total Receipts:</b>	\$35,363	\$35,363	

8% of the year has elapsed


**LA CROSSE**  
**PUBLIC LIBRARY**



## RECEIPTS DEPOSITED THROUGH CITY HALL

January 2026

	Current Month Income	Year-to-Date Income	Budgeted Amount	% of Estimated Income for 2024
<b><u>MISC. INCOME</u></b>				
Over/Short				
Service Fees	\$138.49	\$138.49	\$0.00	
Damage to City Property	\$4,883.95	\$4,883.95	\$4,000.00	122.10%
Out of State Registration	\$1,711.78	\$1,711.78	\$2,500.00	68.47%
Misc. Fees and Fines	\$0.00	\$0.00	\$1,300.00	0.00%
County Contributions	\$13,464.42	\$13,464.42	\$200,668.00	6.71%
Pcard rebates	\$0.00	\$0.00	\$5,000.00	0.00%
Research Fees		\$193.75	\$0.00	
Restitution				
WRLSWEB				
<b>Subtotal Misc. Income</b>	\$20,198.64	\$20,392.39	\$213,468.00	9.55%
<b><u>INCOME FROM WRLS CONTRACT</u></b>	\$0.00	\$0.00	\$22,654.00	0.00%
<b>Total Income:</b>	\$20,198.64	\$20,392.39	\$236,122.00	8.64%
<b>City Allocation</b>			\$5,020,236.00	
<b>TOTAL BUDGETED INCOME:</b>			<b>\$5,233,704.00</b>	

ITEM 3A					
CITY OPERATING BUDGET REPORT					
January 2026					
	Budgeted Amount 2026	Current Period Expended	Year-to- Date Expended	% of Total Budget Expended	BALANCE
<b>GENERAL ADMINISTRATION</b>					
Salaries (+ \$135,000 unapplied COLA/Step)	\$3,082,891	\$125,411	\$125,411	4.07%	\$2,957,480
Cell phone reimbursement		\$12	\$12		(\$12)
Health Insurance	\$746,168	\$20,447	\$20,447	2.74%	\$725,721
Life Insurance	\$16,873	\$175	\$175	1.03%	\$16,698
Social Security/Medicare	\$244,282	\$9,173	\$9,173	3.76%	\$235,109
Wisconsin Retirement System	\$214,830	\$8,059	\$8,059	3.75%	\$206,771
Other Benefits	\$0	\$270	\$20		(\$20)
Contract Services	\$127,350	\$3,314	\$3,314	2.60%	\$124,036
Conference/Travel Expenses	\$10,000	\$0	\$0	0.00%	\$10,000
Telephone Expenses	\$23,000	\$724	\$724	3.15%	\$22,276
Electricity	\$105,169	\$0	\$76,936	73.16%	\$28,233
Water	\$5,038	\$0	\$0	0.00%	\$5,038
Natural Gas	\$45,089	\$0	\$0	0.00%	\$45,089
Sewer	\$5,578	\$0	\$0	0.00%	\$5,578
Storm Water	\$4,058	\$0	\$0	0.00%	\$4,058
Supplies	\$20,000	\$3,704	\$3,704	18.52%	\$16,296
Gasoline	\$1,000	\$0	\$0	0.00%	\$1,000
Postage	\$2,100	\$0	\$0	0.00%	\$2,100
Memberships/Subscriptions (WRLS WEB)	\$45,543	\$43,043	\$43,043	94.51%	\$2,500
Repair & Maintenance	\$82,985	\$1,131	\$1,131	1.36%	\$81,854
R&M Equipment Repair	\$0	\$204	\$204		(\$204)
<b>Sub Total:</b>	\$4,781,954	\$215,667	\$292,353	6.11%	\$4,489,601
<b>AUTOMATION</b>					
Computer Equipment/Software/Vendor	\$174,650	\$42,925	\$42,925	24.58%	\$131,725
<b>Sub Total:</b>	\$174,650	\$42,925	\$42,925	24.58%	\$131,725
<b>MATERIALS</b>					
Books and Publications	\$277,100	\$23,565	\$23,565	8.50%	\$253,535
<b>Sub Total:</b>	\$277,100	\$23,565	\$23,565	8.50%	\$253,535
<b>TOTAL BUDGET:</b>	<b>\$5,233,704</b>	<b>\$282,157</b>	<b>\$358,844</b>	<b>6.86%</b>	<b>\$4,874,860</b>
ITEM 3B					
<b>FUND BALANCE (formerly Carryover)</b>					
	Amount		Expended	% Spent	Available Balance
Fund Balance into 2025	\$136,701.99				
Architectural fees 2024 (paid in 2025)	\$3,565				
Architectural fees 2025 up to \$6600 (approved 5/13)	\$3,095				
Library Vehicle up to \$76,537 (approved 5/13)	\$46,645				
Library Truck up to \$30,045 (approved 7/8)	\$29,354				
<b>Total available after expenditures - contingency:</b>	<b>\$4,043</b>				
*Final 2026 fund balance will be calculated in April 2026 per city audit					

**DETAIL - CITY OPERATING BUDGET**

January 2026

**GENERAL LIBRARY ADMINISTRATION****TRAINING/CONFERENCE REG - 1004010-521005**

Registration - D. Whitmore, D. Wacek, C. Arauz	\$1,710.00 WLA Conference hotel stay
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**Memberships - 1004010-532075**

WRLS	\$43,043.31 WRLSWEB operating fees
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**CONTRACTUAL SERVICES - 1004010-520110**

Engberg Anderson	\$868.00 Automobile mileage
Marco	\$1,316.76 Printer service contract
Talon Protection Agency 11/1 - 11/30	\$6,920.00 Security services

**REPAIR & MAINTENANCE - 1004010-540000**

Amazon	\$64.64 Toilet repair kit,
Floorcrafters	\$7,945.14 Carpet
Hengel Brothers	\$1,089.00 Creation Space sink replacement
Menards	
	\$247.05 Trash can wheels, paint supplies, sprayer, pipe,
UniFirst	\$79.90 Mats, mops, uniforms, & rags

**SUPPLIES/MISC - 1004010-532000**

Amazon	\$1,399.47
	Pens, Planner, mouse (several), mouse pads, scissors, post its, keyboards, Sharpies, envelopes, greeting cards, desk chairs
Duet Resource Group	\$3,634.40 Chairs - Archives
Leavitt Communications	\$1,019.34 Walkies
SignPro	\$270.00 Main and North hour signs
Quill	\$681.30 Paper, toner

**TELEPHONE - 1004010-521101**

Lumen	\$4.79 Long distance charges
Nextiva	\$724.27 Phone service

**GASOLINE - 1004010-532055**

Kwik Trip	\$72.68 Gasoline
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**AUTOMATION****COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

CDW	\$2,235.19 Cloud backup
EO Johnson	\$800.00 Firewalls
Microsoft	\$80.50 Office 365
PDQ	\$1,999.80 Imaging software
Verkada	\$23,354.27 Security cameras

**COMPUTER EQUIPMENT/SOFTWARE \$10,000+- 1004010-533010**

CDW	\$10,856.63 End point protection
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## IN-HOUSE CHECKING REPORT

January 2026

**RECEIPTS:****1400 ACCOUNT**

Printing/Copying	\$274.47
	<u>\$274.47</u>

**3400 ACCOUNT****Purpose of Gift**

Donations (\$500 P. Poehling, \$100 S. Anglehart, \$100 P Boge (in memory of James White))	\$700.00	Fundraising
Semi-annual interest distribution	\$8,931.37	G. Gordon
Semi-annual interest distribution	\$3,470.91	D. Gordon
Cash donation (various)	\$56.01	Pantry
JEI vending distribution	\$12.86	Miscellaneous
Fidelity-T. Strange dividend/long term capital gain	\$627.74	Fundraising
	<u>\$13,798.89</u>	

**4400 ACCOUNT**

<b>Total Receipts:</b>	<b>\$14,073.36</b>
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**DISBURSEMENTS:****3400 ACCOUNT****Source of Funds - Item Purchased**

Cardmember Services	\$2,000.00	
		\$959.65 Public Experiences (adult snowman craft program supplies, kids scissors, glue sticks, D&D dice, clothespins, painters tape, puzzles, toys, eraser printmaking for teens program supplies, sweet snowscapes program supplies, Amazon Fire tablet, hot cocoa) -\$18.64 (Menards purchase tax refund); \$400.96 Outreach and Marketing (STEM toys, craft paper, board games, portable steam iron, spin art toys, books); \$231.60 Pantry (paper cups, foam cups, stir sticks, tea, sugar packets, granola bars, fruit cups, oatmeal, body wipes, hand warmers); \$208.57 G. Gordon (paper cups, coffee); \$160.85 General Programming (Mailchimp, Zoom, Spotify); \$125.32 Creation Space (Snap Circuits replacement parts, Bloxels kit, LEGO replacement parts); Miscellaneous \$9.69 (plastic pitcher), -\$81.94 Credit
B. Olson-Pollack	\$70.00	G. Gordon - 2/7 Qigong class
J. Pedretti	\$375.00	G. Gordon - Chair fitness/yoga 2/2-2/5, 2/9-2/12, 2/16-2/19
L. Thering	\$100.00	G. Gordon - MM@Main 2/2 Music & piano
T. Dean	\$150.00	G. Gordon - MM@Main 2/23 Author Talk
Hendricksen	\$6,948.05	\$4161.68 Washburn, \$2686.37 Archives - table/furniture for Archives
Forever Bouncin' Inflatables	\$1,275.00	CF - summer reading kickoff
Angela Dominguez	<u>\$350.00</u>	Washburn - La Crosse School District Author visit
	<u>\$11,268.05</u>	

**4400 ACCOUNT**

		Research fees \$212.42, Damage/replacement \$4809.27, Late fee \$113.75, Meeting room \$193.75,
2025 Credit Card reimbursement to city	\$6,950.97	Non-resident fee \$1621.78
FOL - 2025 Credit card reimbursements	<u>\$1,943.45</u>	(FOL sales \$1809.33, FOL memberships \$134.12)
	<u>\$8,894.42</u>	

<b>Total Disbursements:</b>	<b>\$27,113.44</b>
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## IN-HOUSE CHECKING REPORT- SUMMARY

January 2026

MONTHLY ACTIVITY SUMMARY1400 ACCOUNT (COPY)

End of December Balance	\$30,329.72
Income	\$274.47
Disbursements	\$0.00
End of January Balance	\$30,604.19

3400 ACCOUNT (GIFT)

End of December Balance	\$219,655.62
Income	\$13,798.89
Disbursements	-\$11,268.05
End of January Balance	\$222,186.46

4400 ACCOUNT (CREDIT CARD)

End of December Balance	\$44,268.10
Income	\$897.44
Disbursements	-\$9,131.77
End of January Balance	\$36,033.77

YEAR-TO-DATE ACTIVITY SUMMARY1400 ACCOUNT (COPY)

Income	\$274.47
Disbursements	\$0.00

3400 ACCOUNT (GIFT)

Income	\$13,798.89
Disbursements	(\$11,268.05)

4400 ACCOUNT (CREDIT CARD)

Income	\$897.44
Disbursements	(\$9,121.77)

## GIFT FUND (RESTRICTED) AS OF 1/1/2026

January 2026

	1/1/2026 Balance	YTD Debits	YTD Credits	Current Balance
<b>Library Materials</b>				
Regional Read	\$1,196.00	\$0.00	\$0.00	\$1,196.00
<b>Subtotal:</b>	\$1,196.00	\$0.00	\$0.00	\$1,196.00
<b>Miscellaneous</b>				
Archives	\$35,766.67	\$2,686.37	\$0.00	\$33,080.30
Creation Space	\$3,729.64	\$125.32	\$0.00	\$3,604.32
Discretionary (Equipment/Furniture)	\$9,782.87	\$0.00	\$0.00	\$9,782.87
Friends	\$2,923.64	\$0.00	\$0.00	\$2,923.64
Fundraising	\$32,287.42	\$0.00	\$1,327.74	\$33,615.16
Donald (Sandy) Gordon Estate	\$12,489.55	\$0.00	\$3,470.91	\$15,960.46
Gertrude Salzer Gordon Estate	\$24,781.55	\$903.57	\$8,931.37	\$32,809.35
Medora Nelson-Ferris	\$21,275.00	\$0.00	\$0.00	\$21,275.00
Misc.	\$4,067.41	\$13.05	\$12.86	\$4,067.22
Misc. - Art Fund	\$759.16	\$0.00	\$0.00	\$759.16
Misc. - Banner Project	\$3,010.54	\$0.00	\$0.00	\$3,010.54
Misc. - Mobile Library	\$4,011.49	\$0.00	\$0.00	\$4,011.49
North Enhancements	\$35,950.00	\$0.00	\$0.00	\$35,950.00
Pantry	\$5,476.56	\$231.60	\$56.01	\$5,300.97
Programming - General	\$477.58	\$160.85	\$0.00	\$316.73
Programming - Lifelong Learning	\$1,208.94	\$400.96	\$0.00	\$807.98
Programming - Children & Families	\$4,137.64	\$2,234.65	\$0.00	\$1,902.99
Programming - LACF Grant - Podcast Supplies	\$909.24	\$0.00	\$0.00	\$909.24
Programming - YS Misc	\$2,442.87	\$0.00	\$0.00	\$2,442.87
Spec. Trustees - General	\$1,001.00	\$0.00	\$0.00	\$1,001.00
Spec. Trustees - Board Retreat	\$0.00	\$0.00	\$0.00	\$0.00
Spec. Trustees - Main Space Audit	-\$271.84	\$0.00	\$0.00	-\$271.84
Spec. Trustees - Retirements	-\$600.00	\$0.00	\$0.00	-\$600.00
Spec. Trustees - D. Wacek Open House	-\$500.00	\$0.00	\$0.00	-\$500.00
Tool Library	\$889.08	\$0.00	\$0.00	\$889.08
Washburn	\$13,446.29	\$4,511.68	\$0.00	\$8,934.61
<b>Subtotal:</b>	\$219,452.30	\$11,268.05	\$13,798.89	\$221,983.14
<b>YTD TOTALS</b>	<b>\$220,648.30</b>	<b>\$11,268.05</b>	<b>\$13,798.89</b>	<b>\$223,179.14</b>
<b>BANK BALANCE</b>				<b>\$222,186.46</b>

## LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

13th Month 2025

	Current Period	Year-to- Date	Percent of Budgeted Amount
<b><u>DISBURSEMENTS</u></b>			
City Operating Budget	\$233,352	\$5,143,015	95.78%
In-House Checking	\$2,000	\$128,212	
<b>Total Disbursements:</b>	<u>\$235,352</u>	<u>\$5,271,227</u>	
<b><u>RECEIPTS</u></b>			
Misc. Income	\$2,054	\$197,004	91.06%
WRLS Contract	\$0	\$12,756	56.31%
In-House Checking	\$0	\$216,040	
<b>Total Receipts:</b>	<u>\$2,054</u>	<u>\$425,800</u>	

100% of the year has elapsed


**LA CROSSE**  
**PUBLIC LIBRARY**

## RECEIPTS DEPOSITED THROUGH CITY HALL

13th Month 2025

	Current Month Income	Year-to-Date Income	Budgeted Amount	% of Estimated Income for 2024
<b><u>MISC. INCOME</u></b>				
Over/Short				
Service Fees	\$0.00	\$619.81	\$0.00	
Damage to City Property	\$0.00	\$5,294.12	\$4,000.00	132.35%
Out of State Registration	\$0.00	\$2,449.83	\$2,500.00	97.99%
Misc. Fees and Fines	\$0.00	\$658.75	\$1,300.00	50.67%
County Contributions	\$0.00	\$180,883.00	\$180,882.00	100.00%
Pcard rebates	\$2,053.44	\$7,044.17	\$5,000.00	140.88%
Sale of Property/Equipment	\$0.00	\$54.00		
Restitution				
WRLSWEB				
<b>Subtotal Misc. Income</b>	\$2,053.44	\$197,003.68	\$193,682.00	101.72%
<b><u>INCOME FROM WRLS CONTRACT</u></b>	\$12,756.44	\$12,756.44	\$22,654.00	56.31%
<b>Total Income:</b>	\$14,809.88	\$209,760.12	\$216,336.00	96.96%
<b>City Allocation</b>			\$4,984,759.00	
<b>TOTAL BUDGETED INCOME:</b>			<b>\$5,201,095.00</b>	



## CITY OPERATING BUDGET REPORT

13th Month 2025

	Budgeted Amount 2025	Current Period Expended	Year-to- Date Expended	% of Total Budget Expended	BALANCE
<b>GENERAL ADMINISTRATION</b>					
Salaries (+ \$135,000 unapplied COLA/Step)	\$3,065,612	\$106,082	\$3,085,475	100.65%	(\$19,863)
Cell phone reimbursement		\$158	\$1,938		(\$1,938)
Health Insurance	\$702,117	\$17,722	\$698,073	99.42%	\$4,044
Life Insurance	\$16,216	\$200	\$3,751	23.13%	\$12,465
Social Security/Medicare	\$234,519	\$7,855	\$227,871	97.17%	\$6,648
Wisconsin Retirement System	\$197,033	\$3,379	\$192,406	97.65%	\$4,627
Other Benefits	\$0	\$360	\$2,314		(\$2,314)
Contract Services	\$120,075	\$8,302	\$115,583	96.26%	\$4,492
Conference/Travel Expenses	\$13,725	\$0	\$9,696	70.65%	\$4,029
Telephone Expenses	\$23,000	\$8	\$18,718	81.38%	\$4,282
Electricity	\$99,251	\$5,240	\$82,177	82.80%	\$17,074
Water	\$5,414	\$0	\$1,921	35.49%	\$3,493
Natural Gas	\$62,579	\$3,839	\$30,670	49.01%	\$31,909
Sewer	\$4,930	\$0	\$3,469	70.36%	\$1,461
Storm Water	\$3,914	\$0	\$1,510	38.57%	\$2,404
Supplies	\$23,232	\$4,388	\$15,129	65.12%	\$8,103
Gasoline	\$1,000	\$73	\$790	79.01%	\$210
Postage	\$2,300	\$0	\$1,600	69.57%	\$700
Memberships/Subscriptions (WRLS WEB)	\$50,433	\$0	\$49,736	98.62%	\$697
Repair & Maintenance	\$73,885	\$890	\$74,796	101.23%	(\$911)
R&M Equipment Repair	\$0	\$0	\$0		\$0
Building Improvements	\$10,000	\$0	\$2,340	23.40%	\$7,660
Prior Year Expenses (Sewer Repair)	\$0	\$0	\$4,750		(\$4,750)
<b>Sub Total:</b>	\$4,709,235	\$158,497	\$4,624,713	98.21%	\$84,522
<b>AUTOMATION</b>					
Computer Equipment/Software/Vendor	\$167,560	\$6,700	\$153,236	91.45%	\$14,324
<b>Sub Total:</b>	\$167,560	\$6,700	\$153,236	91.45%	\$14,324
<b>MATERIALS</b>					
Books and Publications	\$324,300	\$256	\$297,167	91.63%	\$27,133
<b>Sub Total:</b>	\$324,300	\$256	\$297,167	91.63%	\$27,133
<b>TOTAL BUDGET:</b>	<b>\$5,201,095</b>	<b>\$165,453</b>	<b>\$5,075,116</b>	<b>97.58%</b>	<b>\$125,979</b>

					ITEM 3B
<b><u>FUND BALANCE (formerly Carryover)</u></b>					
	<b>Amount</b>		<b>Expended</b>	<b>% Spent</b>	<b>Available Balance</b>
Fund Balance into 2025	\$136,701.99				
Architectural fees 2024 (paid in 2025)	\$3,565				
Architectural fees 2025 up to \$6600 (approved 5/13)	\$3,095				
Library Vehicle up to \$76,537 (approved 5/13)	\$46,645				
Library Truck up to \$30,045 (approved 7/8)	\$29,354				
<b>Total available after expenditures - contingency:</b>	<b>\$4,043</b>				

**DETAIL - CITY OPERATING BUDGET**

13th Month 2025

**GENERAL LIBRARY ADMINISTRATION**

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**Employee Benefits - 1004010-511050**

Emplify Health	\$360.00 Pre-employment health screenings - Frontline (3)
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**CONTRACTUAL SERVICES - 1004010-520110**

Engberg Anderson	\$868.00 Automobile mileage
Marco	\$1,316.76 Printer service contract
Talon Protection Agency 11/1 - 11/30 & 12/1 -12/31	\$14,837.50 Security services

**REPAIR & MAINTENANCE - 1004010-540000**

KONE	\$615.31 Elevator repair
UniFirst	\$51.06 Mats, mops, uniforms, & rags

**SUPPLIES/MISC - 1004010-532000**

Amazon	\$1,399.47 Pens, Planner, mouse (several), mouse pads, scissors, post its, keyboards, Sharpies, envelopes, greeting cards, desk chairs
Leavitt Communications	\$1,019.34 Walkies
Quill	\$681.30 Paper, toner

**TELEPHONE - 1004010-521101**

Lumen	\$7.52 Long distance charges
Verizon	\$46.26 Cell phone service

**GASOLINE - 1004010-532055**

Kwik Trip	\$72.68 Gasoline
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**AUTOMATION**

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**COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

CCB Technology	\$4,355.00 Servers
WI Department of Administration	\$2,100.00 Internet services North and Main

Comparison: City of La Crosse Vacation Schedule to La Crosse Library Vacation Schedule

City of La Crosse Non-Exempt			Current LPL Non-Exempt		
Continuous Service	Days	Weeks/ Hours	Continuous Service	Days	Weeks/ Hours
Upon Hire (*Prorated)	10	2.0/ 80	Upon Hire (*Prorated)	5	1.0 /40
After two (2) years	13	2.6/ 104	After two (2) years	15	3.0 /120
After three (3) years	15	3.0/ 120	After three (3) years	15	3.0 /120
After five (5) years	17	3.4/ 136	After five (5) years	15	3.0 /120
After eight (8) years	18	3.6 /144	After eight (8) years	15	3.0/ 120
After ten ( 10) years	21	4.2 /168	After ten ( 10) years	15	3.0 /120
After thirteen ( 13) years	22	4.4/ 176	After thirteen ( 13) years	15	3.0 /120
After fifteen ( 15) years	23	4.6/ 184	After fifteen ( 15) years	15	3.0/ 120
After twenty (20) years	27	5.4 /216	After twenty (20) years	15	3.0 /120
After twenty-five (25)	30	6.0/ 240	After twenty-five (25)	15	3.0 /120
After thirty (30) years	32	6.4 /256	After thirty (30) years	15	3.0/ 120
<b>Non-Exempt Recommendation: Adopt City Vacation Schedule</b>					

City of La Crosse Exempt			Current LPL Exempt		
Continuous Service	Days	Weeks/ Hours	Continuous Service	Days	Weeks/ Hours
Upon Hire (*Prorated)	15	3.0/ 120	Upon Hire (*Prorated)	10	2.0/ 80
After two (2) years	18	3.6 /144	After two (2) years	22	4.4/ 176
After three (3) years	20	4.0 /160	After three (3) years	22	4.4/ 176
After five (5) years	21	4.1 /168	After five (5) years	22	4.4/ 176
After eight (8) years	22	4.4 /176	After eight (8) years	22	4.4/ 176
After ten ( 10) years	25	5.0 /200	After ten ( 10) years	22	4.4/ 176
After thirteen ( 13) years	26	5.2 /208	After thirteen ( 13) years	22	4.4/ 176
After fifteen ( 15) years	27	5.4 /216	After fifteen ( 15) years	22	4.4/ 176
After twenty (20) years	31	6.2 /248	After twenty (20) years	22	4.4/ 176
After twenty-five (25)	34	6.8 /272	After twenty-five (25)	22	4.4/ 176
After thirty (30) years	36	7.2 /288	After thirty (30) years	22	4.4/ 176
<b>Exempt Recommendation: Adopt City Vacation Schedule</b>					

City of La Crosse Exempt			Current LPL Supervisors		
Continuous Service	Days	Weeks/ Hours	Continuous Service	Days	Weeks/ Hours
Upon Hire (*Prorated)	15	3.0/ 120	Upon Hire (*Prorated)	15	3.0 /120
After two (2) years	18	3.6 /144	After two (2) years	25	5.0 /200
After three (3) years	20	4.0 /160	After three (3) years	25	5.0/ 200
After five (5) years	21	4.1 /168	After five (5) years	25	5.0 /200
After eight (8) years	22	4.4 /176	After eight (8) years	25	5.0 /200
After ten ( 10) years	25	5.0 /200	After ten ( 10) years	25	5.0 /200
After thirteen ( 13) years	26	5.2 /208	After thirteen ( 13) years	25	5.0 /200
After fifteen ( 15) years	27	5.4 /216	After fifteen ( 15) years	25	5.0 /200
After twenty (20) years	31	6.2 /248	After twenty (20) years	25	5.0 /200
After twenty-five (25)	34	6.8 /272	After twenty-five (25)	25	5.0 /200
After thirty (30) years	36	7.2 /288	After thirty (30) years	25	5.0 /200
<b>Supervisor Recommendation: Adopt City Vacation Schedule</b>					

City of La Crosse Exec			Current LPL Exec		
Continuous Service	Days	Weeks/ Hours	Continuous Service	Days	Weeks/ Hours
Upon Hire (*Prorated) 20 4.0 160	20	4.0 /160	Upon Hire (*Prorated) 20 4.0 160	15	3 /120
After two (2) years	22	4.4/ 176	After two (2) years	30	6.0/ 240
After three (3) years	24	4.8 /192	After three (3) years	30	6.0 /240
After five (5) years	26	5.2 /203	After five (5) years	30	6.0 /240
After ten ( 10) years	28	5.6 /224	After ten ( 10) years	30	6.0 /240
After fifteen ( 15) years	30	6.0 /240	After fifteen ( 15) years	30	6.0 /240
After twenty (20) years	32	6.4 /256	After twenty (20) years	30	6.0 /240
After twenty-five (25) years	35	7.0 /280	After twenty-five (25) years	30	6.0 /240
After thirty (30) years	37	7.4 /296	After thirty (30) years	30	6.0 /240
<b>Exec Recommendation: Adopt City Vacation Schedule</b>					

Overall, while our staff starts at a higher level of vacation under the current schedule, the city quickly catches up and over time surpasses the vacation offerings of the Library. Adopting the city schedule, while grandfathering current staff will simplify understanding for our employees as well as those in HR and Payroll and will offer equity among non-represented staff at the city and library.

**SYSTEM RESOURCE LIBRARY CONTRACT**  
**between La Crosse Public Library and Winding Rivers Library System**  
**2026**

This agreement made and executed by and between the Board of Trustees, La Crosse Public Library, and the Board of Trustees, Winding Rivers Library System.

**WITNESS THAT:**

WHEREAS, Chapter 43.15 of the Wisconsin Statutes provides for the establishment of public library systems, and

WHEREAS, Chapter 43.17 of the Wisconsin Statutes provides for the system created to be governed by a system Board of Trustees, and

WHEREAS, the Winding Rivers Library System Board of Trustees is established in accordance with the provisions of Chapter 43.17 of the Wisconsin Statutes, and

WHEREAS, the contract between the Winding Rivers Library System and the member County Boards gives responsibility for administration of the System to the System Board, and

WHEREAS, Chapter 43.16 of the Wisconsin Statutes mandates that a public library system "shall have at least one system resource library",

NOW THEREFORE, the parties hereto agree as follows:

**I. It is mutually understood and agreed:**

A. that the La Crosse Public Library will be the resource library for the Winding Rivers Library System;

B. that the Winding Rivers Library System may contract with the La Crosse Public Library for certain services which will be carried out by support and professional staff of the La Crosse Public Library;

C. that Winding Rivers Library System, its Board of Trustees and officers, agree to indemnify and hold harmless the City of La Crosse, its officials, employees, or agents from any and all claims, demands, suits, actions or proceedings of any kind or nature arising out of losses not covered by insurance policies or self-insurance coverage purchased through the City of La Crosse, as it relates to the provisions of this contract;

D. that the provisions contained in this contract shall become effective on **January 1, 2026**.

**II. The La Crosse Public Library agrees:**

A. to offer library service as provided at the resource library to any resident of the System on the same terms as such service is available to residents of the City of La Crosse;

B. to honor the provisions for inter-system borrowing set forth in service agreements between Winding Rivers Library System and other library systems in the State of Wisconsin;

C. to provide the staff and resources necessary to offer back-up reference services to other system member libraries;

D. to acquire and maintain book stock to enable it to furnish interlibrary loan and reference and referral services in accordance with the System plan to the extent made possible with funds provided by the System;

E. to acquire and maintain appropriate audio-visual collections for use by the interlibrary loan service in accordance with the System plan to the extent made possible with the funds provided by the System;

**III. The Winding Rivers Library System agrees:**

A. to assure that residents of the City of La Crosse will have available all of the resources and services of the Winding Rivers Library System and of its member libraries on the same terms as they are available to other System residents;

B. to provide the residents of the City of La Crosse with access to the resources and services of other library systems in the State of Wisconsin through the provisions set forth in service agreements between the Winding Rivers Library System and those systems;

C. to recognize the provision of back-up reference services from La Crosse Public Library as required by Wisconsin State Statute 43.24: (2026 = \$1500)

**IV. It is further mutually understood and agreed:**

A. that the contract budget for the Winding Rivers Library System shall be determined annually by the System Director and the System Board in consultation with the Library Director and the Board of Trustees of the La Crosse Public Library for purchased services;

B. that this contract shall cover the period **January 1, 2026 through December 31, 2026**, and that any party may terminate it after the initial contract period by notice as required in the Wisconsin Statutes. Unless such notice is given, this contract will extend for an additional one year period and thereafter for like terms until such notice is given to the other party;

C. that this contract shall be subject to any modification as may be mutually agreeable to both parties at any time;

D. that the monetary provisions contained in this contract will be reviewed annually for purposes of revision and/or renewal;

E. that all payments to the La Crosse Public Library will be made by October 1.

**V. Compensation Summary:**

ITEM/SERVICE	2026 COMPENSATION
Services:	
Back-up Reference	\$1,500
TOTAL CONTRACT CHARGES/COSTS	\$1,500

**IN WITNESS, therefore, the parties have executed this agreement effective January 1, 2026.**

WITNESSED BY: Board of Trustees, La Crosse Public Library

President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESSED BY: Board of Trustees, Winding Rivers Library System

President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

## **Campaign Readiness Study Summit Contract**

La Crosse Public Library, La Crosse, Wisconsin

This Agreement is made and entered into this \_\_\_\_ day of February 2026, between La Crosse Public Library (hereinafter referred to as “Client”) and Ellen Hongerholt, MA, of Crescendo Fundraising Professionals, LLC, of Houston, Minnesota, (hereinafter referred to as “Crescendo”) who along with the firm’s consultants will organize and execute a Campaign Readiness Study Summit to determine the financial capability, the potential goal or goal range which may be reached, volunteer leadership, general interest in the project, favorable conditions, challenging circumstances, and the best strategy to fundraise a goal estimated at \$7M capital campaign for a renovation to meet current and future library patron needs.

Whereas, Crescendo has experience in directing, managing, and supervising charitable fundraising capital campaigns and fundraising planning studies; and

Whereas, the Client intends to contract with Crescendo as a consultant in its capacity as an independent contractor; and

Whereas, Crescendo will conduct a fundraising capital campaign readiness study under the terms and conditions set forth,

Now, therefore, in consideration of the promises and of the mutual covenants of the parties contained herein, the Client and Crescendo hereby agree to the following:

### **Contractual Agreement**

1. Crescendo hereby agrees to conduct the Campaign Readiness Study Summit to determine the willingness and ability of the La Crosse area and interested individuals, organizations, corporations, and foundations to financially support a private capital campaign goal estimated at \$7M.
2. Crescendo shall provide such consulting services to the Client as an independent contractor, and, as such:
  - a) Crescendo will maintain its own offices and place of business and keep and maintain its own records without cost to the client.
  - b) Crescendo’s consulting services will be offered to the Client on a non-exclusive, non-full-time basis, and Crescendo is free to accept similar consulting engagements to run concurrently with this expressed contractual engagement.
  - c) Except as mutually agreed upon, Crescendo’s consulting services will be rendered on their own schedule, as agreed upon with the Client and volunteer committee members, under their judgment and discretion.
  - d) Crescendo has the right to engage other professionals without obligation to the Client to assist in executing this consulting agreement. The advisors on this study will consist of Ellen Hongerholt, MA, Jillian Harris, MA, Nancy Brown, CFRE, and Nicole Hall. Within the foregoing parameters, Crescendo agrees to the following:



## Proposal

- a) Coordinate the fundraising planning study consulting services with the needs and requirements of the Client's staff and volunteers estimated to begin on April 8, 2026, to prepare necessary materials, hold the Pre-Study meeting on May 6 or 13, 2026, hold the Study Committee meeting on June 9 or 16, complete the Campaign Readiness Study Summit on July 14 and 15 and conclude with the final presentation in September 2026. Crescendo will begin preparing all the materials and planning tools necessary to conduct the study in the timeframe desired by the Client.
- b) To consult and meet face-to-face and virtually as needed with the Client and volunteer representatives at mutually acceptable times and places to complete the requirements of the study.
- c) To consult with the Client during and following the study by telephone, e-mail, virtual meetings, in-person meetings, bi-weekly touch-base meetings, and as needed by the Client and Crescendo.
- d) Provide the following Deliverables: the study timeline and suggested deliverables, with details of the study's steps have been shared with the Library Director; a mini case summary outlining the role and goal of the proposed campaign to seek feedback from potential donors; the job description for the Study Committee that will oversee the plan and execution of the study; a formal letter and a proposed script for the Board, Study Committee, or other stakeholders to invite participation in the study; the suggested questionnaire for feedback consultants to use for in-person responses and online input, including a hyperlink for staff to disseminate through electronic newsletters or the website; a written, comprehensive report detailing favorable conditions, challenging conditions, the optimal goal amount, and the recommended timeframe for the campaign to achieve success; a two-page executive summary; and a presentation outlining the results with a PowerPoint presentation.

## Compensation

- a) In consideration of Crescendo's consulting services, the Client agrees to pay Crescendo a total consulting fee of Forty-five Thousand Dollars (\$45,000) payable as follows: Fifteen Thousand Dollars (\$15,000) at the execution of this contract which will cover all planning, pre-interview meetings with the Client and pre-study materials' preparation prior to completing the interviews; Fifteen Thousand Dollars (\$15,000) will be paid following completion of the campaign readiness study interviews and Fifteen Thousand Dollars (\$15,000) by or before the presentation of the study report in September. No additional expenses will be included in this contract.
- b) Client representatives and Crescendo agree to use their best efforts to coordinate the time and place for rendering consulting services so that the project is performed promptly.

Modification of Agreement. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing and signed by each party or an authorized representative of each party.

Either party can terminate this Agreement upon giving 2 days' notice. If the Agreement is terminated due to no fault on the part of Crescendo, then the Client is responsible for the payment of services up to the next planned installment.

Notice. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the parties of this Agreement as follows:

1. La Crosse Library, 800 Main St, La Crosse Wisconsin, 54601
2. Crescendo Fundraising Professionals, LLC, 986 State 76, Houston, MN 507.459.1989

or to such other address as to which any Party may from time to time notify the other.

Costs and Legal Expenses. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Entire Agreement. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Limitation of Liability. It is understood and agreed that Crescendo will have no liability to the Client or any other party for any loss or damage (whether direct, indirect, or consequential) which may arise from the work done under this Agreement.

Acts of Negligence. Each party is responsible for acts of negligence by its employees and agents.

Governing Law. It is the intention of the parties that this Agreement, the performance under this Agreement, and all legal proceedings under this Agreement, be construed in accordance with and governed by the laws of the State of Minnesota.

Severability. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Agreement. The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Term and Termination. The term of this Agreement shall be ongoing unless terminated by either party at any time for any reason as outlined in the proposal or if Crescendo finds a lack of participation or involvement to support the study. In the unlikely event termination of this Agreement occurs the Client shall pay Crescendo all amounts payable for services delivered up to the date of such termination as stipulated in the proposal.

In witness thereof, the parties have caused these present to be executed effective the day and year written at the beginning of this contract.



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Dawn Wacek or Library President  
La Crosse Public Library

Ellen E. Hongerholt, President  
Crescendo Fundraising Professionals, LLC